



October 2, 2006

TO: NIH Staff

FROM: Chief, Benefits and Payroll Liaison Branch

SUBJECT: "Use or Lose" Annual Leave

As we approach the end of the calendar year, questions will arise regarding "Use or Lose" annual leave. Supervisors should discuss "Use or Lose" leave with their employees now while there is still time to schedule it.

Supervisors are jointly responsible with their employees for ensuring that any "Use or Lose" leave is officially scheduled or rescheduled for use during the remainder of the leave year before the start of the third biweekly pay period prior to the end of the leave year. The 2006 leave year ends on January 6, 2007. Therefore, "Use or Lose" leave must be scheduled no later than Saturday, November 25, 2006. A reminder will also appear in the NIH Record.

In spite of planning, circumstances sometimes arise which prevent employees from taking previously approved leave. If this occurs and an employee's excess leave is forfeited due to sickness, an administrative error or an exigency of public business, the leave may be restored.

Should you have questions regarding the above, please contact your Administrative Officer.

/s/

Howard R. Chernoff